
**COMMUNITY SERVICES BLOCK
GRANT PROGRAM**

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Information Memorandum

Transmittal No. 100

Date: JUN 28 2007

TO: Indian Tribes and Tribal Organizations

SUBJECT: Application for Fiscal Year 2008 Community Services Block Grant Program (CSBG) Funds Based on the Availability of Funds

**RELATED
REFERENCES:**

Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended; Human Services Amendments of 1994, P.L. 103-252; the FY 1996 CSBG Appropriation Legislation, P.L. 104-134; C.F.R. Title 45, Part 96; Coats Human Services Reauthorization Act of 1998, P.L. 105-285, Department of Health and Human Services Block Grant Regulations and Current Poverty Income Guidelines.

PURPOSE: To inform Indian Tribes and Tribal Organizations of the CSBG application requirements for FY 2008.

BACKGROUND: Indian Tribes/Tribal Organizations may apply for funding under the Community Services Block Grant Act by submitting an application that meets the requirements of Sections 676 and 677 of the Act and the above block grant regulations concerning Tribes. The Human Services Reauthorization Act of 1998 created additional requirements and responsibilities for CSBG grantees and the Federal Government. There is increased focus on performance outcomes, fiscal accountability, monitoring and reporting.

**APPLICATION
DUE DATE:**

A Federally or State-recognized Indian Tribe or Tribal Organization interested in receiving CSBG funds directly must submit an application no later than September 1, 2007. Applications postmarked or delivered later than September 1, 2007, will be ineligible for direct funding from the Office of Community Services, unless written approval has been obtained from the respective State Community Services Block Grant office.

According to C.F.R. Title 45, Part 96.42(e), *“Beginning with fiscal year 1983, any request by an Indian tribe or tribal organization for direct funding by the Secretary must be submitted to the Secretary, together with the required application and related materials, by September 1 preceding the Federal fiscal year for which funds are sought. A separate application is required for each block grant. After the September 1 deadline, tribal applications will be accepted only with concurrence from the State (or States) in which the tribe or tribal organization is located.”* **Applications that do not meet the required application criteria stated above will be returned to you.**

**CONTENT OF
APPLICATION:**

A complete CSBG application should contain:

- (1) Specific assurances certified by the Chief Executive Office (CEO) of the Tribe/Tribal Organization, which contain the language precisely as it appears in Subsections 676(b) of the CSBG Act. Certifications must show original signatures and be signed by the CEO. If the CEO has delegated this responsibility, a written confirmation of such a delegation signed by the CEO must be submitted with the application. (See pre-printed assurances)
- (2) Evidence that the Tribal CSBG Plan was made available for public review and comment in conjunction with development of the plan as required by Section 676 (e)(2) of the CSBG Act.
- (3) A Tribal Resolution – *“A tribal organization representing more than one Indian tribe will be eligible to receive block grant funds on behalf of a particular tribe only if the tribe has by resolution authorized the organization’s action.”* (C.F.R. Title 45, Part 96.42(b))
- (4) State Recognition – *“An organized group of Indians is eligible for direct funding based on State recognition if the State has expressly determined that the group is an Indian tribe. In addition, the statement of the State’s chief executive office (Office of the Governor) verifying that a tribe is recognized by that State will also be sufficient to verify State recognition for the purpose of direct funding.”* (C.F.R. Title 45, Part 96.44(b))
- (5) A plan – a narrative description of the manner in which the Indian Tribe will carry out the required legislative

assurances. The plan should include: (1) a statement of goals and objectives, (2) information on the specific types of activities to be supported to carry out both programmatic and administrative assurances, (3) areas and categories of individuals to be served, and (4) the criteria and method used for the distribution of funds.

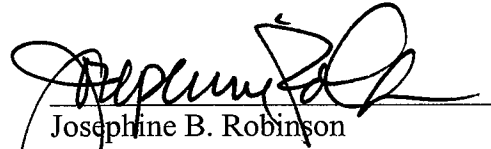
Section 676(b) contains the required assurance to which the Tribe must certify. Assurances must contain the language precisely as it appears in Section 676(b) of the CSBG Act. Please review the Tribal plan to ensure that all of the required assurances are addressed (in detail). Do not assume that any assurance is self-explanatory. Tribes are required to implement at least one of the programmatic assurances contained in Subsections 676(b)(1)(A) through (C). If funds are used to address more than one programmatic assurance, do include each of the assurances.

- (6) An Annual Report must be submitted with the 2008 Plan for all FY 2007 CSBG activities. The Annual Report— (previously referred to as the prior year report) – is a narrative description of how the Tribe met its CSBG goals and objectives and information on the types of projects and activities relating to the required assurances supported with CSBG funds received for Fiscal Year 2007. Specifically, annual reports should contain accomplishments of projects and activities relating to the required assurance supported with CSBG funds received for Fiscal Year 2007. Annual reports must contain outcome data that addresses the implementation of the national goals. We recognize that many Tribal programs have different program years; however, to the extent possible, reports should address the use and distribution of the FY 2007 allocation (CSBG grant awards received during the period of October 1, 2006 through September 30, 2007).
- (7) Administrative Requirements – Indicate the date of the last audit undertaken and the period for which the audit covers in compliance with the Single Audit Act of 1984 (P.L. 98-502). Include the required certifications regarding Anti-Lobbying, Drug Abuse, Debarment and Suspension and the Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, P.L. 103-227

Applications should be mailed to:

Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
Community Services Block Grant Program
370 L'Enfant Promenade S.W., 5th Floor West
Washington, DC 20447

Please send an original and one copy of the Tribe's FY 2008 CSBG application. *If you need additional information, contact the Office of Community Services' CSBG Program Manager assigned to the Region/State in which the Tribe/Tribal Organization is located.* A listing of the CSBG Program Managers is attached.



Josephine B. Robinson
Director
Office of Community Services

Attachments:

- CSBG Program Manager Listing
- Information Contact Form
- Poverty Guidelines
- Tribal Assurances
- Federal Certifications
 - o Lobbying
 - o Debarment/Suspension
 - o Drug Free Work Place
 - o Environmental Tobacco Smoke